



## Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Directors Office

Sub-Section:

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**TITLE:** Annual Fiscal Materials

**CUTOFF:** EOSFY

**DESCRIPTION:** Copies. Originals in Administrative Services. These records consist of miscellaneous financial reports not included in other categories.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22390

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Budget Formulation Papers

**CUTOFF:** EOSFY

**DESCRIPTION:** Copies of budget formulation papers from various divisions and programs throughout the Department of Natural Resources. Originals created and maintained in Administrative Services.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22392

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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**TITLE:** Employee Leave Records

**CUTOFF:** WSO

**DESCRIPTION:** Copies of employee leave records from various divisions and programs throughout the Department of Natural Resources. Originals in Administrative Services.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22394

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

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## Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Directors Office

Sub-Section:

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**TITLE:** Employee Planning and Performance Appraisals

**CUTOFF:** WSO

**DESCRIPTION:** Copies of employee appraisals from various divisions and programs throughout the Department of Natural Resources. Originals in Administrative Services.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22393

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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**TITLE:** General Counsel Opinions

**CUTOFF:** Maintain in General Counsel's Office as long as relevant to DNR mission

**DESCRIPTION:** Legal opinions concerning the Department of Natural Resources.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 22395

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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**TITLE:** General Counsel Work Papers

**CUTOFF:** Maintain in General Counsel's Office as long as relevant to DNR mission

**DESCRIPTION:** Reports, correspondence, meeting notes, briefs, and miscellaneous other documents associated with the General Counsel's work.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Return to Agency

**SERIES:** 22397

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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## Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Directors Office

Sub-Section:

**TITLE:** Litigation

**CUTOFF:** Maintain in General Counsel's Office until end of year suit is resolved

**DESCRIPTION:** Pending law suit files are kept in the Director's Office. After suit is resolved, records are returned to appropriate Department of Natural Resources agency.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Return to Agency

**SERIES:** 22396

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

**TITLE:** Press Releases

**CUTOFF:**EOCY

**DESCRIPTION:** Original copies of announcements and news stories released by the Department of Natural Resources.

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 22389

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

**TITLE:** Purchase Orders

**CUTOFF:**EOSFY

**DESCRIPTION:** Copies of purchase orders from the various divisions and programs throughout the Department of Natural Resources. Originals in Administrative Services.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22391

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007



## Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Directors Office

Sub-Section:

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**TITLE:** Reorganization Policies and Directives

**CUTOFF:** Completion of reorganization

**DESCRIPTION:** Official department-level directives and policy documents related to reorganization. These have permanent retention under the General Retention Schedule.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 22388

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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**TITLE:** Reorganization Work Papers

**CUTOFF:** Completion of reorganization

**DESCRIPTION:** Work papers related to the reorganization of the Department.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22387

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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**TITLE:** Staff Meeting Memoranda

**CUTOFF:** WSO

**DESCRIPTION:** Used for reference during meetings. In general, they have only short term usefulness, though some may be attached to minutes.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22386

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007

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